



Everything comes to him who hustles while he waits.

- Thomas A. Edison

Purchasing Update

Division of Purchasing, Idaho Department of Administration

Volume 4, Issue 2

April 1, 2005

CPPB/CPPO Certification Exams



The Idaho Division of Purchasing and NIGP will be sponsoring another round of CPPB and CPPO certification examinations sometime later this year. If you are interested in participating in the examination review process and the certification examination, please contact Frank Pierce at 327-7322 or frank.pierce@adm.idaho.gov for details.



Purchasing Training Opportunities

A number of new dates have been added for the Division of Purchasing sponsored classes *Introduction to Idaho Public Purchasing* and *Writing Effective Specifications* around the State. These classes are offered at *no cost* to state and public purchasing personnel. For information and online registration go to the Purchasing website at:

<http://www2.state.id.us/adm/purchasing/Training/training.htm>

Registration is still open for the following NIGP seminars. Information for these seminars is also available on the website listed above. All seminars are held in Boise.

[Contracting For Services](#) - May 19-20, 2005 - 2 days - Presented by Darin Matthews, CPPO, C.P.M., Director of Purchasing, Multnomah County School District #1, Portland, OR. Cost: \$300 per person. **Registration deadline is April 15, 2005.**

[Contract Administration](#) - July 27-29, 2005 - 3 days - presented by Bill Davison, CPPO, Purchasing Director, Stearns County, Saint Cloud, MN. Cost: \$500 per person. **Registration deadline is June 24, 2005.**



[Inventory & Warehouse Management](#) - September 13-14, 2005 - 2 days – presented by Jennie Readey, CPPO, CPPB, Procurement Consultant, Denver, CO. Cost: \$300 per person. **Registration deadline is August 12, 2005.**

[Legal Aspects of Purchasing](#) - October 5-7, 2005 - 3 days - Presented by Barbara Johnson, MPA, CPPO, CPPB, Purchasing Manager, City of Columbus, Ohio. Cost: \$500 per person. **Registration deadline is September 1, 2005.**

Purchasing Q & A

Q: Can my agency purchase from GSA contracts without bidding?

A: Yes, but under limited circumstances. Idaho Code 67-5724A allows for the purchase of services or property from General Services Administration Federal Supply Schedule contracts, instead of soliciting bids, provided that the contractor agrees in writing to extend GSA pricing, terms and conditions *and the Administrator of the Division of Purchasing considers the price to be advantageous to the state.*

Purchasing Rule 42 further clarifies the procedure. It says:

08. Purchases From General Services Administration Federal Supply Contractors.

Acquisitions of property may be made from General Services Administration federal supply contractors without the use of competitive bid. The administrator shall determine whether such property meets the purchasing activity's requirements and whether the price of acquisition is advantageous to the state. *The administrator shall commemorate the determination in a written statement that shall be incorporated in the applicable file.* If the administrator determines that the acquisition of property from General Services Administration contractors is not advantageous to the state, the acquisition shall be in accordance with competitive bidding procedures and requirements.

In summary: Purchases from GSA contracts must be approved in writing by the Administrator of the Division of Purchasing. Agencies wishing to use GSA contracts should submit their request to the Division of Purchasing, including the rationale as to why the acquisition is advantageous to the state. Where the Division has investigated pricing on GSA contracts in the past, we have found the pricing not advantageous. In many cases the specifications of the GSA contracts do not meet our requirements and the terms and conditions are not beneficial to the state.

Q: Who do I contact at the Division of Purchasing to answer my questions?

A: The following list shows the personnel at the Division of Purchasing and outlines the areas for which they are primarily responsible. As necessary, other buyers may purchase goods and services outside of their assigned areas. To be able to respond to your questions in a timely manner and help to improve our customer service, please contact the appropriate buyer for your subject matter.

NOTE: *If you have a specific question about an existing contract, always contact the buyer for that specific contract first.*

Gregory Lindstrom, Information Technology Purchasing Officer, 327-7359
Computer Hardware, Software, Supplies and Services
Communication Equipment, Supplies and Services

Elaine Ricketts, Buyer, 327-7453

Computer Hardware, Software, Supplies and Services
Communication Equipment, Supplies and Services
Copy & Office Paper
Law Enforcement Equipment and Supplies - Guns and Ammunition, Uniforms
Furniture – Office, School, Institutional
Clothing, Uniforms, Textiles, Laundry Equipment and Supplies
Sporting, Athletic and Other Outdoor Equipment and Services
Administrative, Financial and Management Services

Dick Vogel, Buyer, 327-7323

Heavy Duty Vehicles & Equipment – Highway, Construction, Busses, Agricultural
Janitorial Equipment, Supplies and Services
Building & Grounds Maintenance Equipment, Supplies and Services
Maintenance and Repair of Equipment
Rental and Leasing Services
Security Services
Postal Equipment
Boat and Motors, Boat Docks
Property Leasing Management
Student and Athletic Insurance
Hazardous and Non-Hazardous Waste Disposal

Aaron Wolter, Buyer, 327-7452

Light Duty Vehicles & Related Automotive Parts, Supplies and Services– Cars and Pickups
Office Equipment - Photocopiers & Facsimiles
Lamps & Ballasts
Laboratory Equipment, Supplies and Services
Paving Materials, Gravel & Sand, Road Salt, Liquid Deicer, Traffic Paint
Agricultural Supplies and Services - Seeds & Plants
Dry Cell Batteries
Generators, Pumps & Compressors

Pearl Smith, Buyer, 327-7116

Paper and Plastic Products – Towels, Tissue, Plates, Cups, etc.
Office Supplies, Equipment & Services
Recreational Vehicles
Police Motorcycles and Related Equipment
Printing, Forms, Stationery, Envelopes, Business Cards
Document Destruction Services
Paint and Paint Products
Safety and Protection Equipment, Supplies and Services
Live Animals and Related Services
Food and Related Equipment and Services

Frank Pierce, Purchasing Training Officer, 327-7322

Purchasing Training
Pharmaceuticals, Medical Equipment, Supplies & Services

[Gerry Silvester](#), Senior Purchasing Officer, 327-7325
Statewide Contract Administration

[Lyle Gessford](#), State Purchasing Manager, 327-7115
Other commodities not listed above
Purchasing laws, rules, procedures and policies

For Public Works projects contact:
[Division of Public Works](#), 332-1901
Building Construction and Remodels
The Trades: Electrical, Engineering, HVAC, Plumbing, and Welding



Requisition Deadline Reminder

Agencies are reminded that all requisitions (form DA1 or Sicommet ePurchasing requisitions), including specifications and any required approvals, for purchases to be made from Fiscal Year 2005 funds are to be received by the Division of Purchasing no later than April 15, 2005. This deadline is necessary to ensure that all bidding procedures can be followed and the funds encumbered prior to June 30, 2005. Please review your needs and submit purchase requisitions as soon as possible prior to April 15, 2005.



Contract Updates

Autoglass Replacement – SBPO 1217 with Fast Glass has been awarded for Zones 3 & 4, to expire on 2/28/07. Awards for other zones will be made soon.

Dry Cell Batteries – SBPO 1170-01 with Platt Electric has been renewed for another year, now expiring on Feb 28, 2006.

Laboratory Equipment & Supplies – SBPO 1118-01 with Fisher Scientific has been renewed for another year, to expire on 3/2/06.

E-Learning Systems – SBPO 1190-01 and 1191-01 with Meridian SKI have been renewed for another year, to expire on 5/26/06.

Carbonless Forms, Preprinted - SBPO 1178-01 with Progressive Printing was extended to 6/30/05.

Tires, New Vehicular – SBPO 1088-02 with Les Schwab was extended to 6/30/05.

Oracle Database Software – SBPO 1117-01 with Oracle was renewed, now expiring 2/28/06.

Purchasing Update is a newsletter for the **Department of Administration, Division of Purchasing** designed to provide purchasing information to state and public agency purchasing personnel. Anyone wishing to contribute information and ideas for future articles; has questions regarding state purchasing issues; the **Division of Purchasing** mission or activities, please contact Frank Pierce at (208)-327-7322 or frank.pierce@adm.idaho.gov